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FILED

O-112-1

DD/S 68-5874

2 DEC 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Inspector General's Survey of the Office of  
Medical Services

REFERENCES : a. Memo dtd 26 Sept 68 for DD/S fr ExDir-Compt,  
same subj  
b. Memo dtd 30 Aug 68 for ExDir-Compt fr DD/S,  
same subj

1. This memorandum is for your information. It responds to your request in reference (a).

2. Comments pertain to the recommendations as numbered in the Inspector General's Survey dated July 1968.

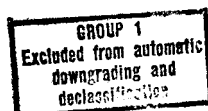
Recommendation No. 5

It is recommended that the Deputy Director for Support direct the Director of Medical Services:

- a. To request the Director of Personnel to furnish a personnel specialist to fill the position of Personnel Officer.
- b. To request the Director of Finance to furnish a finance specialist to fill the position responsible for the financial administration of the Office of Medical Services.
- c. Or, to investigate the possibility of obtaining the services of a support officer, who has experience and training in both the personnel and finance fields, and of combining the responsibilities in one position.

MORI/CDF Pages 1 thru 4, 9  
thru 12, pages 15 thru 18.

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Comment

The Directors of Finance and Personnel looked into this recommendation and neither feels that a functional career service specialist is desirable or necessary at this time. Changing workloads or organizational patterns may result in a different assessment in the future, and it has been agreed that we will review the situation whenever a vacancy occurs in these positions. We will also consider the "generalist" approach at that time.

Recommendation No. 6

It is recommended that the Director of Medical Services:

- a. Establish a Selection Processing Division to consist of the existing Selection Support Branch and the Selection Processing Center, each of which to be designated as separate branches (Psychiatric Screening Branch and Clinical Activities Branch, respectively) within the division.
- b. Designate the chief of this division to be responsible for all OMS applicant screening.
- c. Eliminate from the normal review of applicant disqualifications the Chief of the Psychiatric Staff, the Chief of the Clinical Division, and the Special Assistant for Clinical Activities.

Comment

Action has been taken to implement all parts of this recommendation within the limitations of current funds and ceiling authorizations. Attachments (1) and (2) have been issued by the Director of Medical Services.

Recommendation No. 7

It is recommended that the Director of Medical Services:

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a. Establish a Medical Services Division to consist of the existing Psychiatric Staff and Clinical Division, each of which is to be designated as a separate branch within the division.

b. Eliminate the position of Special Assistant for Clinical Activities.

Comment

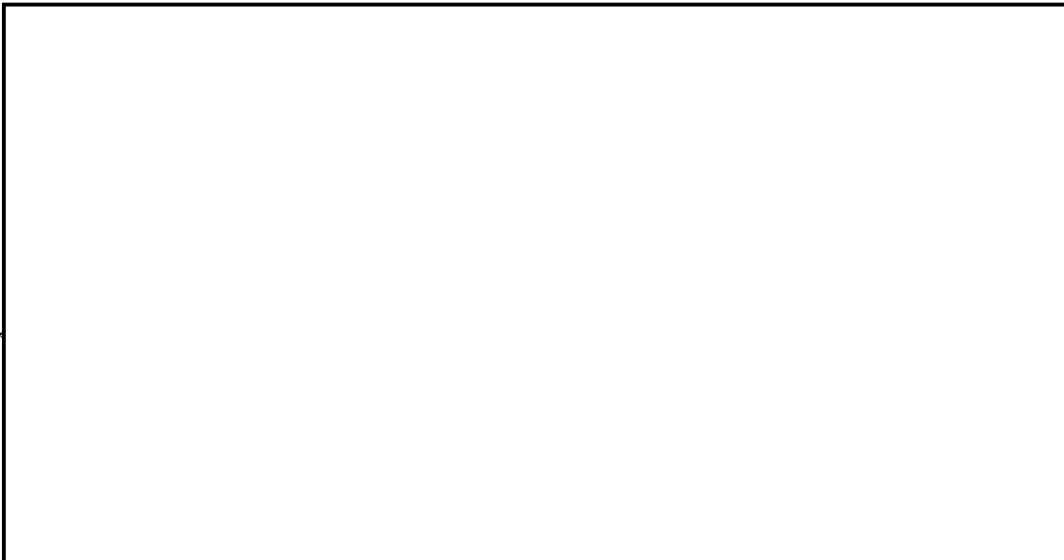
a. Discussions with the Office of Medical Services are continuing on the best organizational solution to these problem areas. Dr. Tietjen is not yet ready to submit a definitive proposal. As a consequence, I would appreciate your concurrence in deferring our response on this recommendation until 7 February 1969.

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b. This position has changed in concept and will be redesignated as one in the administrative assistant category.

Recommendation No. 14

It is recommended that the Deputy Director for Support:



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3. My memorandum to you dated 10 October 1968 confirmed that we will submit a report on 1 October 1969 concerning follow-up procedures for executive annual examinations.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

**2 Atts:**

Att 1: OMS Regulation, subj: Selection  
Processing Division

Att 2: OMS Notice, subj: Selection --Atts to DD/S 68-5850  
Processing Division

cc: D/MS

SA-DD/S:RBW:maq (29 Nov 68)

**Distribution:**

Orig. & 1 - Adse w/atts

1 - DD/S Subject w/DD/S 68-5850 w/atts = references and background

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24 OCT 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey of the Office of Medical Services

REFERENCE : Your memorandum, dated 2 October 1968, subject as above

1. Following is a report of actions on the four (4) recommendations of the recent IG Survey which required continuing action as specified by the Executive Director-Comptroller.

2. Recommendation 5

It is recommended that the Deputy Director for Support direct the Director of Medical Services:

a. To request the Director of Personnel to furnish a personnel specialist to fill the position of Personnel Officer.

b. To request the Director of Finance to furnish a finance specialist to fill the position responsible for the financial administration of the Office of Medical Services.

c. Or, to investigate the possibility of obtaining the services of a support officer, who has experience and training in both the personnel and finance fields, and of combining the responsibilities in one position.

Report

As you are aware from our meeting of 24 October, neither the Director of Personnel nor the Director of Finance after looking into the incumbency history of these two positions feels that specialists from their offices are necessary for these positions. We, too, believe that the assignment policy that has prevailed for almost two decades of using SD:SM personnel in these positions should continue. As agreed however, we do plan to review this arrangement with you whenever a vacancy occurs in these positions to determine the best procedure for new appointment.

3. Recommendation 6

It is recommended that the Director of Medical Services:

a. Establish a Selection Processing Division to consist of the existing Selection Support Branch and the Selection Processing Center,

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SUBJECT: Inspector General's Survey of the Office of Medical Services

each of which to be designated as separate branches (Psychiatric Screening Branch and Clinical Activities Branch respectively) within the division.

b. Designate the chief of this division to be responsible for all OMS applicant screening.

c. Eliminate from the normal review of applicant disqualifications the Chief of the Psychiatric Staff, the Chief of the Clinical Division, and the Special Assistant for Clinical Activities.

#### Report

Action has been taken to implement all parts of this recommendation to the extent permitted by our present ceiling and funds authorizations. Pending availability of the appropriate staff positions to establish the SPD on a permanent basis (as well as the provision of funds to continue the salaries of the current contract personnel for the present fiscal year) we have established in effect an interim working relationship for the SPD based on internal OMS directives (Attachments 1 and 2).

#### 4. Recommendation 7

It is recommended that the Director of Medical Services:

a. Establish a Medical Services Division to consist of the existing Psychiatric Staff and Clinical Division, each of which is to be designated as a separate branch within the division.

b. Eliminate the position of Special Assistant for Clinical Activities.

#### Report

##### Recommendation 7a:

As outlined at our 24 October meeting, the OMS discussions and considerations on mission and functions -- which are continuing -- do not support the integration of the Psychiatric Staff and the Clinical Division as recommended by the IG Survey. I do therefore request a deferment of final report on this recommendation pending completion of these OMS discussions. I believe such a report should be available by 1 February 1969.

##### Recommendation 7b:

I concur in this recommendation in principle, however, in my judgment the D/MS requires a Special Assistant if he is to respond as I believe senior Agency officials expect him to respond. The purpose and nature of this position are now different from what they were at the time of the IG

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Survey. At that time the position was filled by a senior Medical Officer whereas the current incumbent is a Medical Administrative Officer. I believe its present administrative nature would tend to remove this SA/DMS position from the professional area of question that was apparently the concern of the IG Survey.

5. Recommendation 14

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It is recommended that the Deputy Director for Support:



Report

As reported previously, meetings have been held with the DD/P and with the ADD/I in implementation of this recommendation. Arrangements have been effected with each of these directorates for a continuing liaison to ensure the coordination and assessment recommended by the IG Survey. Copies of the memoranda confirming these arrangements are attached (Attachments 3 and 4).

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JOHN R. TIETJEN, M.D.  
Director of Medical Services

Attachments:

1. OMS Regulation No. 1-2, 2 Dec 1968
2. OMS Notice No. 1-1, 2 Dec 1968
3. Memorandum for DD/P, 17 Oct 1968
4. Memorandum for DD/I, 27 Nov 1968



TAB<sub>5</sub>

S-E-C-R-E-T

Attachment 1

OFFICE OF MEDICAL SERVICES REGULATION  
NO. 1-2

ORGANIZATION  
Revised 2 December 1968

SELECTION PROCESSING DIVISION

Rescission: OMS Regulation No. 1-2, 13 October 1967

1. GENERAL

This regulation sets forth the policy, responsibilities, organization, and procedures for the operation of the Selection Processing Division (SPD), and is published at this time in order to permit the SPD to continue its development as a fully integrated selection processing unit. Since, however, the additional resources required for the SPD have not yet been provided, the SPD must rely on other OMS components for personnel and other types of support.

2. POLICY AND PURPOSE

The Selection Processing Division is established in the Ames Building as a separate component of the Office of Medical Services. The mission of the SPD is to conduct initial-type (pre-employment and entrance-on-duty) medical evaluations, conduct medical evaluations and provide immunizations for dependents, provide health services support for Agency personnel and activities in the Rosslyn area, and perform other functions as may be later prescribed.

3. RESPONSIBILITIES

a. Chief, SPD, is responsible for the overall development and accomplishment of the SPD mission.

b. Chiefs of Clinical Division, Psychiatric Staff and Support Division will provide continuing support necessary for the operation of the SPD. This includes personnel, consultant and referral services, supplies, and professional and administrative assistance in general.

4. ORGANIZATION

a. Until such time as the additional staff positions required for the SPD are forthcoming, the SPD will be comprised of (1) staff employees detailed from other OMS components, and (2) full-time contract employees. All such personnel, however, will be under the supervision of the Chief, Selection Processing Division,

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OFFICE OF MEDICAL SERVICES REGULATION  
NO. 1-2

ORGANIZATION  
Revised 2 December 1968

even though -- as in the case of detailed staff personnel -- they remain assigned to other OMS components. Medical Officers detailed to the SPD are however encouraged to discuss any problem case being evaluated with the Clinical Division and/or Psychiatric Staff in order to ensure the necessary and appropriate consideration by the specialties concerned.

b. The attached chart shows the organization of the SPD. The organization is subject to change as experience warrants.

5. PROCEDURES

a. The SPD will issue appropriate Reports of Medical Evaluations for those evaluations it conducts. No referral to any other OMS component is required for this. Recommendations for disqualification will be forwarded directly to the DD/MS or to such other senior OMS official as may be designated by the D/MS.

b. C/CD and/or C/PS will be afforded the opportunity to review disqualifications on a "sample screen" basis, with the further understanding that C/SPD will seek their consultative assistance whenever this is appropriate.

c. The SPD will prepare the necessary memorandum for D/MS concurrence whenever as a result of medical evaluation it is the recommendation of the OMS that a dependent not accompany an employee on field assignment. Such memorandum will be forwarded to DD/MS or to such other senior OMS official as may be designated by the D/MS.

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JOHN R. TIETJEN, M.D.  
Director of Medical Services

Attachment:  
SPD Organizational Chart

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Attachment 2

OFFICE OF MEDICAL SERVICES NOTICE  
NO. 1-1

ORGANIZATION  
Revised 2 December 1968

SELECTION PROCESSING DIVISION

Reference : OMS Regulation No. 1-2, 2 December 1968

Rescission: OMS Notice No. 1-1, 13 October 1967

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1. Effective 2 December 1968 the Selection Processing Center is redesignated the Selection Processing Division.

2.  is appointed Chief, Selection Processing Division.

3. Personnel necessary for its operation will be detailed to the SPD from other components of the Office of Medical Services. Such personnel will be under the supervision of C/SPD but will remain assigned to their original components. The number of staff employees detailed to the SPD is subject to change and/or substitution with contract employees. With this in view, the personnel complement of the SPD will be reviewed periodically.

4. As indicated in referent regulation, the SPD must look to other components of the Office of Medical Services for continuing support relative to personnel, consultant and referral services, logistics, and professional and administrative assistance in general. All components are accordingly enjoined to respond in this respect so as to insure the effectiveness of this new activity.

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JOHN R. TIETJEN, M.D.  
Director of Medical Services

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